

ORDERING FORMS AND PUBLICATIONS

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ORDERING FORMS AND PUBLICATIONS

The Supply Section of CalPERS will fill your orders for forms, booklets, etc.

To order supplies, please utilize one of the following:

1. **Mail to:** (using letterhead from your agency)
CalPERS
Attention: Public Agency Requests
P.O. Box 942715
Sacramento, CA 94229-2715
2. **FAX to:**
CalPERS
Public Agency Requests
(916) 795-3281
3. **Telephone:**
Public Agency Requests
(916) 795-1493
8:30 am — 5:00 pm
4. **E-mail:**
Public_Agency_Requests@CalPERS.ca.gov

Please include your agency name, agency address, agency telephone number (with area code) and CalPERS employer code, for shipping purposes. Also include the form/publication number, title, number of units ordered and unit of measure for each item ordered, with each request.

If you do not receive your order within 15 days of submitting your request, please contact the Public Agency Request Unit at (916) 795-1493.

SIZE OF ORDER

When ordering supplies, please limit your order to a six month supply only. The system keeps a record of the supply needs of each agency. If an excess number of forms or booklets are ordered, the Supply Section will reduce the order to the maximum allowed for your agency.

LIST OF CALPERS PUBLICATIONS

PUBLICATIONS

| | |
|--|-------------|
| Planning Your Service Retirement | PERS-PUB-1 |
| Your Benefits Your Future — School Benefits | PERS-PUB-2 |
| Your Benefits Your Future — State Miscellaneous & Industrial Benefits | PERS-PUB-6 |
| Your Benefits Your Future — State Safety Benefits | PERS-PUB-7 |
| Your Benefits Your Future — Local Miscellaneous Benefits | PERS-PUB-8 |
| Your Benefits Your Future — Local Safety Benefits | PERS-PUB-9 |
| A Guide to Your Service Credit Purchase Options | PERS-PUB-12 |
| Temporary Annuity | PERS-PUB-13 |
| When You Change Retirement Systems | PERS-PUB-16 |
| Retirement Option 4 | PERS-PUB-18 |
| CalPERS. When You Need Us. (Employee) | PERS-PUB-24 |
| The Power Of Attorney | PERS-PUB-30 |
| Retired Member Death Benefits | PERS-PUB-31 |
| Direct Deposit of Your Monthly Benefit | PERS-PUB-32 |
| Employment After Retirement | PERS-PUB-33 |
| A Guide to Completing Your CalPERS Disability Retirement Election Application | PERS-PUB-35 |
| Understanding CalPERS | PERS-PUB-36 |
| Reinstatement From Retirement | PERS-PUB-37 |
| A Guide to Completing Your CalPERS Service Retirement Application | PERS-PUB-43 |
| A Guide to Completing Your CalPERS Non-Member Service Retirement Election Application | PERS-PUB-44 |
| CalPERS. When You Need Us. (For Employers) | PERS-PUB-47 |
| Connecting Employers to CalPERS | PERS-PUB-48 |
| State Miscellaneous & Industrial Retirement Benefit Election Package | PERS-PUB-52 |
| Changing Your Beneficiary or Monthly Benefit After Retirement | PERS-PUB-98 |

CALPERS FORMS REFERENCED IN THIS MANUAL

The forms on the following pages are referenced in this edition of the CalPERS State Handbook. These forms are included only as **examples**. You may find current copies of these forms on the CalPERS Web site, www.calpers.ca.gov, or by calling **888 CalPERS** (or **888 225-7377**).

| Form Name | Form Number |
|---|------------------|
| Member Action Request | PERS-AESD-1 |
| Notice of Exclusion from CalPERS Membership for State Agencies | PERS-AESD-139S |
| Report of Separation and Advance Payroll Information | PERS-BSD-194 |
| Beneficiary Designation Form | PERS-BSD-241 |
| Justification for Absence of Spouses or Registered Domestic Partner's Signature | PERS-BSD-800 |
| Disability Retirement Election Application | PERS-BSD-369D |
| Service Retirement Election Application | PERS-BSD-369S |
| Birth Date Discrepancy | PERS-MEM-12 |
| Request for Service Credit Cost Information – Service Prior to Membership, CETA & Fellowship Service | PERS-MSD-370 |
| Request for Service Credit Cost Information – Leave of Absence | PERS-MSD-371 |
| Request for Service Credit Cost Information – Layoff, Prior Service & Optional Member Service | PERS-MSD-372 |
| Physical Requirements of Position/Occupational Title | PERS01 M0050 DMC |
| Employer Information for Disability Retirement | PERS01 M0052 DMC |
| Separation/Disposition of CalPERS Contributions | PERS-STD-687 |

The below items, discussed at greater length in the Handbook, can be found on the following pages:

| Form Name | Form Number | Page |
|---|---------------|------|
| Disability Estimate Request Form | PERS-BSD-1-F | 217 |
| Notice of Placement on Retirement Roll | PERS-BAS-62 | 200 |
| Account Detail Information Sheet | PERS-BSD-11A | 200 |
| Notice of Benefit Approval | PERS-BSD-11 | 200 |
| Employer Acknowledgment Letter | PERS-BSD-197 | 200 |
| Requested Employer Certification | PERS-BSD-200 | 200 |
| Amended Employer Certification | PERS-BSD-200A | 200 |
| Member Acknowledgement Letter | PERS-BSD-451A | 200 |
| Notice of Change | PERS-MEM-155 | 159 |
| Authorization for Contribution and/or Rate Adjustment | PERS-MEM-823a | 171 |
| Report for Separation for Death — Request for Payroll Information | PERS-BSD-738 | 191 |